

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

PERSON SPECIFICATION

Post: Executive Assistant
Department: Assessor & Electoral Registration Officer
Date Specification Completed: 3 August 2022
Prepared By: M J Adam

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL The minimum acceptable levels for safe and effective job performance	DESIRABLE The attributes of the ideal candidate.
Experience	Financial awareness and previous budgetary experience	Experience in Procurement Experience in Facilities Management Experience in financial records Previous experience of financial management or time recording systems.
Education & Qualifications	Formal academic qualifications at an advanced level i.e. HNC in a relevant subject and/or compensatory experience in an office environment	HND in Business Studies or Public Administration or equivalent
Skills/Abilities (general)	The ability to prioritise and meet strict deadlines Excellent numeracy skills Excellent organisational skills and record keeping IT literate with a working knowledge of Microsoft Applications including Outlook, Word, Excel and Power-point	A comprehensive knowledge of Microsoft Office
Inter-personal & social skills	Motivated and enthusiastic Diplomatic & discreet Excellent communication skills both written and verbal in English Self-disciplined, flexible, achieves deadlines, rational and calm under pressure	Ability to deal with elected members, senior managers and staff Organisational and procedural knowledge of how an Assessor's/ERO's Office operates.